
American Consulate General
Mumbai

Vacancy Notice

Mumbai

Date: October 27, 2009

The American Consulate General in Mumbai is seeking an individual for the position of "Maintenance Supervisor (Building Automated System)" in the Facilities Maintenance Section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

ANNOUNCEMENT NUMBER: 38/2009

OPEN TO: All Interested Candidates

POSITION: Maintenance Supervisor (Building Automated System); FSN-08
BLA-526051 (Personal Services Agreement)

OPENING DATE: October 27, 2009

CLOSING DATE: November 20, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: EFM/NOR: Grade: FP-06
Ordinarily Resident: FSN-08

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

The Building Automated Systems Engineering Technician (BAS Eng.Tech) will work directly for the Facility Manager and be responsible for the operation and maintenance of computer and microprocessor-controlled systems located throughout the U.S. Consulate Compound. The BAS Eng.Tech will perform maintenance and troubleshooting actions on computer or microprocessor controls for the following types of systems: building automation systems, air conditioning and ventilation equipment, variable frequency control equipment, generators and switchboard equipment, fuel distribution and dispensing, potable water treatment, domestic water pumping and distribution, waste water treatment, fire suppression, fire alarms, site perimeter gates and actuators, elevators, automatic queuing systems, kitchen equipment, digital and analog sensor's, fiber optics and signal cabling and digital transmission. The Building Controls System Engineer may also be called on to support maintenance of electronically controlled locking and surveillance systems. The BAS Eng.Tech is not responsible for the general electrical and mechanical maintenance of these systems. He will, however, coordinate with other maintenance trades to ensure all equipment is properly and effectively maintained. The BASET will become knowledgeable of O&M guides, programming and setup information for the above systems and will provide periodic reviews / updates of systems setup and control set-points. He will also

communicate with vendors and manufacturers for equipment updates and will support quality assurance over work performed by service contract. The BAS Eng.Tech provides technical support and assistance to the Facility Manager. The BAS Eng.Tech provides maintenance and support of computerized equipment used by other trades in support of the Posts Reliability Centered Maintenance program. Equipment includes, but is not limited to: Infrared imaging, vibration analysis, water analysis, electrical and mechanical test sets and instruments.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A university degree in computerized systems control and sensor technology. Satisfactory completion of technical training courses and on-line coursework indicating proficiency in building systems control and sensor technology are a plus. Completion of vendor/software developer education in the types of systems installed in India is a plus. The successful candidate will complete at least 12 hours of related continuing technical and or professional education CTE/CPE per year. The Facility Manager will review the proposed curriculum for approval prior to acceptance as having met the CTE/CPE requirement.
2. A minimum of five years field experience in the operation and maintenance of building computer and microprocessor control systems. The experience may have been gained as a result of performing general maintenance on computer controlled systems and equipment, however, at least two years must have been spent in direct maintenance of computers, microprocessors, sensors, and cabling.
3. English Level 4 – fluent written and spoken English. Working knowledge of Post National language. Must have Level 4 (fluent) verbal and written usage of the local language (Hindi/Marathi) in order to communicate with local contractors and other LES employees. Required to translate local technical information on documents into English for the Facility Manager.
4. A thorough knowledge of programming, operations, and troubleshooting for computerized and microprocessor controls is mandatory. The successful candidate must be capable of rapidly assimilating vendor equipment programming guides and effectively applying this information to systems and equipment installed within the Embassy facilities. The candidate must demonstrate:
 - A thorough knowledge of automated building systems and control.
 - A thorough knowledge of programming set-points for a wide variety of computer and microprocessor controlled building equipment.
 - A thorough knowledge of sensor troubleshooting, maintenance, calibration and replacement.
 - A thorough knowledge of digital and analog signal cabling systems troubleshooting and repair.
 - A thorough knowledge of controls and sensors for air conditioning chiller systems.
 - A general knowledge of building air conditioning and ventilation systems
 - In addition, the successful candidate may be required to travel abroad for Post sponsored continuing education.
 - Have knowledge of systems installed in India
5. Possess the necessary physical requirements, with or without the aid of mechanical devices, to safely perform the duties and responsibilities of this position to include.
 - Climbing stairs, ladders, and scaffolding, and working at heights above thirty (30) feet.
 - Perform tasks requiring bending, stooping, kneeling, and walking short distances.
 - Working in dusty environments.
 - Working outside in high temperatures and during rainy seasons.
 - MS Office Software/Applications
 - Competency Testing:
 - Candidate must score satisfactorily on a written competency test demonstrating the following skills:
 - Basic mechanical and electrical systems understanding.

- Troubleshooting, upgrade, maintenance and repair of computers and microprocessors.
- Programming set-points for computer and microprocessor controlled systems.
- Maintenance, calibration, repair, and replacement of sensors.
- Computerized controls for building automation and control of chillers and power generators.
- Maintenance and operation of test sets and monitoring equipment.

SELECTION PROCESS

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following:

1. Application form for employment (Form HR-01)
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: Ms. Ann E. Gabrielson
78, Bhulabhai Desai Road
Mumbai 400 026.

POINT OF CONTACT

Shyju B. Kombath
Human Resources Office
Telephone: (022) 2363-3611 – 18 Extn. 4302
Fax: (022) 2368-9016
Email: MumbaiHRCareer@state.gov

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM): **For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual** who meets the following criteria:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief-of-mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office

- of the American Institute in Taiwan; or
- (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under 3 FAM 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders but will have a Form SF-1190 processed authorizing ISMA.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not USEFMs or AEFMs for purposes of 3 FAM 8200.

2. Appointment eligible family member (AEFM): An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:

- (1) U.S. citizen; and
- (2) The spouse or the domestic partner as defined in 3 FAM 1610 of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief-of-mission authority; and
- (4) Residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan; and
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents of direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFMs for purposes of 3 FAM 8200.

3. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

4. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: COB November 20, 2009
An Equal Opportunity Employer

The US Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted By: M/HR - MFernandes/SKombath
Cleared By: FM - BMoore
Approved By: MGMT - AGabrielson